

**Subject:** Re: Contract for San Pedro Property Owners Alliance  
**From:** Andrew Kasdin  
**Date:** 11/29/2016 11:20 AM  
**To:** Donald Phaneuf  
**CC:** Lorena Parker <Lparker@sanpedrobid.com>, Benjamin Johnson <ben.johnson@lacity.org>

Hi Lorena,

I hope you had a great Thanksgiving. Thanks for taking the time last Tuesday to review the contract and what is needed for the Final Report. As a reminder, the deadline in the contract for the Final Report is January 17, 2017, as DCA needs to provide its own report to the California Arts Council in January, and so this information is needed to document the program activities, and to ensure we can continue to get additional CAC funding.

Attached is the word version of the Final Report so you can just fill in this form. In addition to this report, the separate narrative regarding economic impact (both for the artists, vendors, and business) listed in your contract and discussed is also required as part of the final reporting.

Should you have any further questions, please let me know. In the meantime, we will look out for your signed contract and invoice.

Thank you so much for all your hard work, and congratulations for a successful program.

Many thanks

Andrew

On Tue, Nov 22, 2016 at 3:01 PM, Donald Phaneuf <[donald.phaneuf@lacity.org](mailto:donald.phaneuf@lacity.org)> wrote:

Hello Lorena,

Attached, please find the contract for the San Pedro Property Owners Alliance Artwalk series, the City's Standard Provisions for Service Contracts (Appendix A, which are attached to all City contracts), and the contract's Appendix B (Final Report). Please return three original ink signature copies of the contract signature page to my attention at:

Department of Cultural Affairs  
201 N. Figueroa St., Suite 1400  
Los Angeles, CA 90012  
Attn: Don Phaneuf

If you would like to include your first invoice with the signature pages, please do so. I will forward it to accounting upon execution of the contract. If you have additional questions, please contact me via email or phone at [213-202-5534](tel:213-202-5534).

Thank you.

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Andrew Kasdin  
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- [Attachments-151/Final Report Form for San Pedro Bid.docx](#)